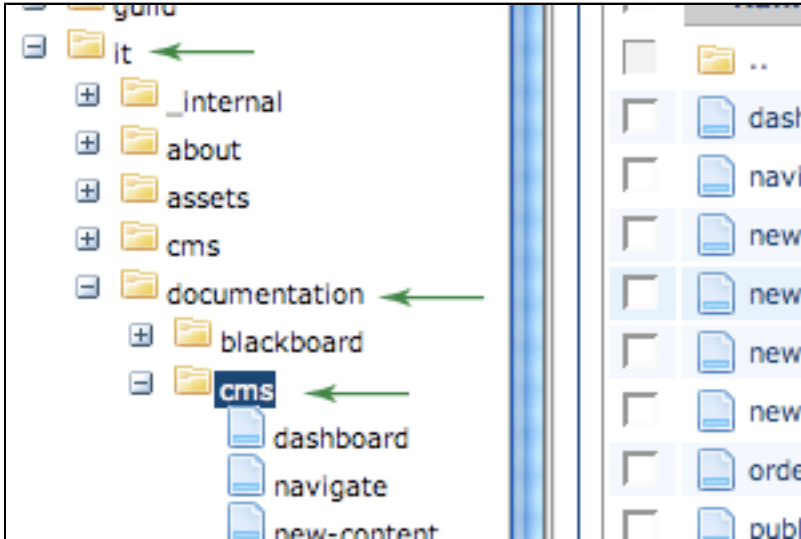


## CONTENT MANAGEMENT SYSTEM DOCUMENTATION

### How to Order Assets










The order of the navigation items on the menu is determined by the order of the assets in the folder.

1. Browse to the desired folder in the left asset tree.

Name	Order
..	
dashboard	2
navigate	1
new-content	4
new-image	5
new-pdf	6
new-subfolder	3
ordering	9

2. The assets in a folder will, by default, be sorted by System Name. This order will be listed in its own column on the folder listing. By clicking on the various columns, you can sort the view by Folder Order, Last Modified Date, or Last Modified By User. To make things easier to reorder, go ahead and sort the view by Order.

Last Modified By	Actions
wklein	    
wklein	    
wklein	    
wklein	    
wklein	    
msharp1	    
wklein	    

3. For each asset in the folder, you will see different up and down arrows. Clicking the double up arrow makes the asset first in the folder. Clicking the double down arrow makes the asset last in the folder. Click the double up arrow on the asset with the highest order number in the folder. You will see the new order number reflected in the order column.

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